

## Application Guide 2025

This guide is intended as inspiration for completing the application form and includes elaborative comments on several of the application's subpoints. The guide covers the 2 initiatives under the grant area European Youth and Education, namely: European Vocational Education and Training Initiative (EVI) and Enabling Capable Citizens (ECC).

### The Application Portal

Before you can apply, you must register on our website. When you have registered, you can create an application. You can create more than one application. Your unsubmitted draft applications will remain on your profile, until you delete them.

### Documents on the Application Portal

The mandatory documents required for your application include the application form, CVs, budget, and the applying organisation's Annual Report. Please ensure that all mandatory documents are submitted in English, as these will form the basis of the Expert Committee's assessment.

The Application Portal also allows for the upload of additional, non-mandatory documents. However, please be aware that the Expert Committee will not consider these non-mandatory documents in the evaluation of your application.

### Project title

The title of the project should be short and easy to say and remember, using just a few words – perhaps even starting with an acronym.

### Duration of the project

Remember to include months for final reporting and evaluation of results. The earliest start is about 10 months after the deadline. We will discuss the project start date, when a funding decision has been made. Projects normally lasts for several years, and never less than two years.

### Applying organization

Name in local language and in English.

### Type

Specify which kind of applicant organization – Vocational School, NGO, Consortium e.g.

### Participating organizations/partners

If any, specify with name and website. There is no demand to include a certain number of partners, it depends on the project design.

### Budget overview

All costs relevant to the project can be included in the budget except for VAT.

Costs could be teacher training, development of new curricula, equipment or training courses etc. The types of costs do not have to meet a certain percentage of the total project budget.

The Villum Foundation does not fund construction of new buildings. Projects including renovation of existing buildings are eligible if necessary for the proposed activities and if it strengthens the continuity of the activities, when the grant ends.

VAT costs are not supported by The Villum Foundation. VAT costs must be financed by the applicant(s) or by other funding sources in case the applicant is not VAT exempt or cannot have VAT costs reimbursed by national authorities. Indicate how much of the total budget is VAT, and how it is financed. VAT can be considered as own funding or other funding, depending on the source.

In the budget form, an overhead of 15% is automatically calculated within the applied amount. An example is that if you apply for EUR 1.000.000, the budget form will automatically add EUR 150.000 as overhead, making a total applied amount of EUR 1.150.000. Overhead is expected to cover unforeseen costs and other expenses that cannot be specifically itemized in the budget.

Applications with a budget of less than EUR 150.000 will not be considered. We prefer projects with a budget of over EUR 500.000 to realistically fulfil our ambitions.

### **Applied amount**

Total amount to be funded by The Villum Foundation in EUR, including overhead.

### **Own Funding**

This covers costs financed by yourself. This is not mandatory.

### **External financing/Co-Funding**

External financing refers to funding from sources outside the applicant organization/project itself. It could be investors, government grants, funding from other foundations and the like.

### **Project Summary**

Describe:

- The main goals and the main target group(s). Please include estimated number of learners/participants
- The anticipated results and outcomes
- The main activities in the project. Use headlines like: Development and testing of teacher training, purchase of equipment, development of curriculum, renovation of equipment etc.
- The role of partners of the project (if any)

### **Background and location**

What specific problems or needs do you want to solve or address? Detail the primary challenges for your target group(s) that you want to address with your project. If relevant give an overview of the primary socio-economic characteristics of the project's geographical area, educational levels and other factors. If relevant, describe briefly the role and challenges posed by the green and/or digital transitions.

### **Aim, type of activities and expected results**

What is the overall aim of the project *and how do the activities feed into reaching it?*

*Ensure to describe the main activities* both in qualitative and quantitative terms, what and how many? You may use headlines or categories, e.g. development and testing of teacher training, purchase of equipment, development of curriculum or renovation of equipment, but please avoid a bullet point style

**Target groups**

Provide a detailed description of the primary and potential secondary groups that the project targets. Describe how the target groups are involved in the project.

The beneficiaries do not have to have the same nationality as the project country. There is no demand for a certain number of beneficiaries, however where possible, please indicate expected reach.

**Applying organization**

Provide an overview of the applicant:

- The main activities and tasks of the organization.
- The age of the organization, total revenue and the total number of employees. Highlight any prior experience in managing development-oriented projects.
- In case the applicant organization is a vocational school, outline education programs, training activities and teacher training offered. Additionally, expound upon collaborative efforts with companies for work-based learning, facilitating practical experience for students/ apprentices etc.
- Explain the extent of interaction with local, regional and national stakeholders in the execution of the project activities.

**Partners roles and responsibilities**

Describe the roles and responsibilities, and competencies of project partners. Include links to their website. Please mention if a partner is part of the budget or not (i.e., does the partner receive funding).

**Evaluation**

Describe how you will monitor your progress and results. How will you know if the project was a success? Which kind of data will you collect? And how will the data be used?

You are not expected to provide an external evaluation of your project. This will be provided by The Villum Foundation if needed.

**Anchoring of the project and systemic impact**

Clarify the sustainability of the project activities in the long term, outlining the exit strategy to ensure continuity beyond the project's conclusion. Explain how the project results will be implemented within your own organization and more broadly in the region or nationally (if relevant). For example, through knowledge sharing, advocacy or scaling. Please be concrete and realistic.

**Comments**

Include details on any existing or past grants received from The Villum Foundation. Provide project number, project title and corresponding year.

Any additional information of relevance to enhance the understanding of the project's context or its potential impact can be added in this section.